



DEVELOPMENT SERVICES

NON-ADMINISTRATIVE VARIANCE CHECKLIST

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

This checklist contains the minimum submission requirements for a non-administrative variance that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

COMPLETE APPLICATION

<input checked="" type="checkbox"/>	Variance Checklist
	Complete Variance Application: <input checked="" type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent <input checked="" type="checkbox"/> All questions answered in full
<input checked="" type="checkbox"/>	Declaration of Agency form
<input checked="" type="checkbox"/>	Proof of Ownership (copy of deed)
<input checked="" type="checkbox"/>	Site Plan with required information
<input checked="" type="checkbox"/>	Building plans, elevations, and/or sections with area of variance highlighted
<input type="checkbox"/>	Documentation of Original Grade (if applicable)
<input type="checkbox"/>	State Environmental Policy Act (SEPA) Checklist for non-residential uses (if applicable)
	Mailing labels – Word doc formatted to Avery address labels <input checked="" type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet or three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input checked="" type="checkbox"/> Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
<input checked="" type="checkbox"/>	Perspective drawings, renderings, studies or additional supporting information (if applicable)



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NON-ADMINISTRATIVE VARIANCE APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

Complete this form for the following:

- Relief from dimensional zoning standards and
- The relief is not eligible for an administrative variance or minor deviation

General Information

Owner Name: Medina 1, LLC

Property Address: 2841 EVERGREEN POINT RD

Legal Description: REFER TO SITE PLAN	Tax Parcel Number: 242504-9241
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Agent / Primary contact

Name: DANA WARREN	Email: DANAWARREN@MSN.COM
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Contact Phone: (206) 226-3100	Alternative Phone:
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Mailing Address: 2201 E NEWTON ST	City: SEATTLE	State: WA	Zip: 98112
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Property Information

Lot Size: 43,317 SF (0.99 ACRES)	Critical area(s) located on the property (Ch. 16.50 MMC)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SHORELINE, FISH & WILDLIFE
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Zoning District:

R-16 R-20 R-30 SR-30 Public NA (Neighborhood Auto)

Check all boxes for which relief is requested:	<input type="checkbox"/> Maximum height	<input type="checkbox"/> Minimum setback
	<input type="checkbox"/> Maximum structural coverage	<input checked="" type="checkbox"/> Other HEIGHT MAX. WITHIN SETBACK
	<input type="checkbox"/> Maximum impervious surface coverage	

Please clearly state what your variance request is (i.e. This is a request to reduce the rear yard setback from 30 ft. to 15 ft.)
INCREASE HEIGHT ALLOWANCE WITHIN NORTH SIDE YARD SETBACK FROM 30" TO 60" FOR DECK

List known variances or special/conditional use permits previously approved for this property:
MINOR DEVIATION FOR UP TO 5% ADDITIONAL LOT COVERAGE, NON-ADMINISTRATIVE VARIANCE FOR HEIGHT INCREASE

Please describe any known nonconforming conditions:
N/A

Please provide a complete description of the proposed project (attach additional pages if necessary):

ADD TO AN EXISTING DECK LOCATED WITHIN THE NORTH SIDE YARD SETBACK, AS SHOWN ON THE ATTACHED PLANS.

Approval Criteria

The following is the approval criteria for a non-administrative variance. Please respond to each item by providing as much detailed information as possible to support your request. Attach additional pages if necessary.

1. The variance does not constitute a granting of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the subject property is located

SEE ATTACHED

2. The variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located

SEE ATTACHED

3. The variance is necessary to relieve a material hardship that cannot be relieved by any other means such that the material hardship must relate to the land itself and not to problems personal to the applicant

SEE ATTACHED

Approval Criteria (continued)

4. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated

SEE ATTACHED

5. The variance is the minimum necessary to provide reasonable relief

SEE ATTACHED

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature Dana Warren Owner Agent Date 1-29-24

Signature _____ Owner Agent Date _____